

**NAF PERSONNEL OFFICE, Sub-Region**  
**MWR Department, VQ, WPNSTA Yorktown, FISC Cheatham Annex**

**IN-HOUSE VACANCY ANNOUNCEMENT**

1/13/04

Does not confer to Civil Service Status

**POSITION:** **Maintenance Worker**  
NA-4749-05/06/07

**ANNOUNCEMENT#** **YT 29-04**

Salary: \$8.17-\$9.67 per hour  
**LOCATION:** MWR Department, Community Programs  
Yorktown, VA 23694

**CLOSING DATE:** January 18, 2004

**AREA OF CONSIDERATION:** **MWR Employees only**

(1) Position, Full-time

**NOTE:** No relocation costs will be paid

Direct Deposit of salary is a condition of employment

**DUTIES:** Incumbent will be responsible for performing general maintenance, repair and/or alterations to such items as doors, floors/floor coverings, walls, ceiling, windows, electrical switches, receptacles and light fixtures, commodes, wash basins and showers, delivery and set up of canopies and supplies. Such assignments may include, but are not limited to: plumbing repairs that can be accomplished by removing, cleaning, resealing, replacing defective parts or units of utility, supply and disposal systems such as dirty traps, sections of broken tile, damaged or broken pipes, leaky faucets and stopped up drains. May be required to install water heaters, garbage disposal units, faucets and sinks. Makes minor electrical repairs to switches and boxes, replaces electric lights, fuses and fixtures; light maintenance on air conditioning units and intermediate maintenance on facility equipment. Carpentry assignments typically include measuring, cutting, constructing or repairing wood or wood substitute items such as scaffolds, staging parts, panels, bins, pallets, concrete forms, dry walls, sheathing and roof decking. Painting assignments may consist of standard coating methods such as brushing, rolling and spraying, by the use of coating materials that are prepared according to specific directions and by the application of coating techniques that insure surfaces are fully coated, protected and free from drips and runs. Assignments may include loading and transporting equipment and materials to the job site, preparation of work, and clean-up after completion of the work assignment. May assist with set-up/breakdown of events or special projects. Observes required safety, sanitation and hazardous waste disposal rules and regulations. Operates vehicle to transport tools and materials to work site. Performs other duties as assigned.

**QUALIFICATIONS:** Two years working experience that demonstrates knowledge in field of plumbing, carpentry, painting and minor electrical maintenance. Must have skill in the safe use of a variety of basic hand tools, portable power tools and use of small construction equipment (scaffolding, tractors, trucks, etc.). Must have the ability to manage multiple priorities and respond quickly and effectively to changing program needs and regulations. Must have strong interpersonal and communication skills, verbal and written skills to be able to evaluate and provide reports on work in progress. Must possess considerable judgment in interpreting and applying policies, regulations, and procedures.

**SPECIAL REQUIREMENTS:** This position is subject to an irregular tour, which may include weekends, holidays and seasonal work. Must possess and maintain a valid state driver's license, as the incumbent will be required to travel to other sites within the region in performance of normal duties.

**-FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: NAF Personnel Office, Bldg. 2011 Belzer Road, Yorktown VA 23691.

**-MAILING ADDRESS:** NAF Personnel Office, P O BOX 32, Lackey VA 23694-0032.

**-NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

**-EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

**-MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

**- VETERAN:** Attach copy of DD214

**-INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

**-ALL prior military discharged within the past 10 years must attach a copy of their DD214 showing the reason for discharge and re-entry code.**

**-Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

*"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."*

**Web Site:** [www.nsa-norva.navy.mil](http://www.nsa-norva.navy.mil)

**JOBS Line:** 440-JOBS (5627)